



Department of Managed Health Care

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

SUNNE WRIGHT MCPEAK, Agency Secretary
Release Date: August 30, 2006

CLASSIFICATION: Student Assistant, Temporary/Part-Time

FINAL FILE DATE: Until Filled

SALARY: \$7.86 - \$10.47 (dependant upon semester units completed)

LOCATION: Department of Managed Health Care, Office of The Director
980 9th Street, Suite 500, Sacramento, CA 95814

DUTIES AND RESPONSIBILITIES: Under the supervision of the Chief Deputy Director and the Assistant to the Director, the incumbent is responsible for a variety of clerical support functions. Specific duties and responsibilities include:

- Perform various clerical functions such as answering and routing incoming telephone calls, typing, photocopying, filing, and ordering supplies.
- Assist with meeting preparation and various projects for the Chief Deputy Director; assist other staff in the Director's Office in various clerical support functions.
- Answer phones after hours until 5:30 p.m.

DESIRABLE QUALIFICATIONS:

- Ability to organize & establish workload priorities & work in a fast paced environment
- Exercise a high degree of initiative, flexibility & confidentiality
- Ability to work independently, as well as, cooperatively and effectively with others.
- Ability to effectively communicate well, both orally and in writing
- Ability to follow oral & written instructions & able to adjust to shifting priorities & meet deadlines
- Ability to work 20 or more hours per week
- Knowledge of legal research tools & experience with personal computers

WHO MAY APPLY: Students currently enrolled at least half time in a college or university. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further information regarding the position, please contact Ramona Van Sickle at (916) 445-7440. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate RPA# 06-97 under the job title).

SUBMIT APPLICATION AND/OR RESUME TO:
Department of Managed Health Care
Attention: Office of the Director –Ramona Van Sickle
980 9th Street, Suite 500
Sacramento, CA 95814

RPA#06-97

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.